

**De La Salle University**  
**Office of the Vice President for Lasallian Mission**  
**University Faith Formation Fund (UFFF) Management**  
**Guidelines**  
**Academic Year 2024-2025**

**Rationale**

The Lasallian Mission at DLSU focuses on faith formation, community engagement, and community building spearheaded by the Office of the Vice President for Lasallian Mission (OVPLM). The OVPLM recognizes that the Lasallian Mission is the concern of each member of the community; they can be the benefactors and beneficiaries, the giver and the receiver, thus each member is expected to be responsible for each other's formation into becoming more authentic Lasallians, persons imbued with the values of faith, service, and communion. This gives the different units of the University some freedom of choice on how they want their faith and spiritual formation to proceed provided that they work within the boundaries of these guidelines.

***Faithful to the DLSU Vision-Mission that calls us to bridge faith and scholarship, we recognize that FAITH is the reason why we do the things we do in DLSU and thus becomes both the beginning and end of all academic pursuits in the university. Faith formation in DLSU are:***

**Programs and activities that allow us to delve into our faith and reflect on our role as Lasallians in the context of Philippine society. It can be expressed through scholarship or the active pursuit of knowledge where we can discover how each field of knowledge responds and contributes to the broadening of one's understanding of the Gospel. (Lasallian Mission Plan of Operations, 2012)**

Given these, **a Fund was set to support all faith formation programs and activities that will help the members of the community to understand, appreciate, and put into practice how faith and scholarship be bridged.**

These Guidelines are set to direct how to use the fund systematically, the possible beneficiaries, and the modes (programs and activities) of engaging in faith formation. It also sets limits on the use of the Fund to make sure that this is used according to its purpose.

**General Guidelines**

1. The University Faith Formation Fund is intended for faith formation activities and programs that will deepen the faith-life and Lasallian identity of the members of the community with bridging faith and scholarship as its end.

\*These guidelines borrow heavily from the Guidelines on the Use of the AKIBERD Research Fund and the University Community Engagement Fund (UCEF) Management Guidelines.

The activities and programs can be as exclusive as Catholic faith formation programs and activities or as inclusive as pedagogical Lasallian formation and activities. These activities can be grouped as liturgical celebrations, retreats, and recollections, faith in action activities, spirituality in the workplace, Lasallian modules, and other faith formation and spirituality development seminars, symposia, or colloquia that will lead the members of the community to a fuller understanding, appreciation, and application of how faith and scholarship can be bridged.

2. The Fund can be used to support the faith formation programs, projects, and activities on the following levels: Institutional or University-wide, College/Unit-wide, and Department/Office wide.
3. An office, college, or unit head initiates the process by writing a formal application addressed to the Vice President for the Lasallian Mission and sending the application to [lasallianmission@dlsu.edu.ph](mailto:lasallianmission@dlsu.edu.ph). All requests must be signed up to the level of the Deans, Vice Chancellors, or Vice Presidents, whatever applies.
4. **Each application must come with the following attachments:**
  - a. Title, rationale, and objectives of the faith formation program or activity describing how such a program or activity responds to the faith formation of the members of the unit. The rationale and objectives should be backed up by data or documentation of a reflection process on how the activity can respond to the needs of participants about faith formation and bridging faith and scholarship.
  - b. Breakdown of the requested budget
  - c. CVs of invited facilitators or speakers (if any)
  - d. Venues of the activity
  - e. Transportation, Board and Lodging, if needed

5. All applications shall be evaluated and approved by the ***Lasallian Mission Council as per the recommendation of the Lasallian Pastoral Office.*** The Council shall exercise discretion over the use and terms of all grants and shall provide written explanations to all applicants.
6. Priorities are given to programs or activities that would help the members of the community in bridging faith and scholarship.
7. A written and digitized accomplishment report should be submitted, within one week, after running the approved programs and activities. This should include the following:
  - a. An executive summary of the activity
  - b. Financial report (budgeted vs. actual spent) with supporting official receipts
  - c. Evaluation of the activity (evaluation and reflection from participants and organizers)
  - d. Recommendations and possible future directions
  - e. Photos (hard and digital copies) with brief descriptions.
8. To ensure adequate funding throughout the year, the pattern of spending must ensure that at least one-third of each budgetary item in the Fund remains available for use during each trimester.
9. All other regulations on disbursement, liquidation, and oversight shall follow relevant accounting policies and procedures of DLSU.
10. A Project Accomplishment Report must be submitted to the Office of the Vice President for Lasallian Mission through [lasallianmission@dlsu.edu.ph](mailto:lasallianmission@dlsu.edu.ph) with a copy furnished to [niku.vicente@dlsu.edu.ph](mailto:niku.vicente@dlsu.edu.ph), [james.manez@dlsu.edu.ph](mailto:james.manez@dlsu.edu.ph), and [jay.natividad@dlsu.edu.ph](mailto:jay.natividad@dlsu.edu.ph) one (1) week after the activity is held. The Lasallian Mission Council will not process any proposal from Colleges, Units, and Offices with pending Accomplishment Reports.
11. The VPLM shall render reports on the usage of the Fund at meetings of the University Mission Committee.

12. The university's faith formation funds are granted to each department on an alternating-year basis, meaning a department can only apply every other year. This approach ensures that resources are distributed efficiently while allowing more departments to benefit, promoting a wider reach and greater impact across the university's faith formation initiatives.

## **Budget Considerations**

1. Levels of faith formation: departmental/office, unit, college, or university-wide.
2. On identifying facilitators and speakers, the ***following criteria should be considered:***
  - a. Must be an ***expert and have a good track record in the field of formation, retreats, and recollection and in bridging faith and scholarship.***
  - b. In cases of retreats and recollections, ***the facilitator or speaker should be a Catholic.***
3. The stipend, honorarium, or professional fee for facilitators and speakers should also be reasonable enough and subject to the requirements of the accounting and finance department. It should consider the following factors: the expertise and background of the speaker, expected output, length of the program or activity (half day, whole day, overnight, etc.), and the number of expected participants (a department, or a unit or the entire college or university-wide).  
Facilitators/speakers from within DLSU will be given a certificate of appreciation and a stipend/honorarium provided that there is no double compensation. ***In case there will be double compensation, the facilitator shall be given instead a non-monetary token whose amount should not be more than Php 3,000.***
4. The venues and mode of transportation to be used for the activity should be simple and reasonable.
5. Likewise, the board and lodging of the participants and the speaker/facilitator may not necessarily be frugal but must be simple, reasonable, and presentable.
6. The following are allowable cost items which shall be itemized in the application:
  - a. **Transportation** – must include estimated fare to be spent going to the venue and coming back to DLSU, must also include travel itineraries. This also covers the travel expenses of the facilitator/speaker.

- b. **Accommodation** – must indicate the number of nights of stay, the reasonable rate per night, and the number of persons who will be staying in the place;
  - c. **Food** – must include the number of expected participants and the reasonable amount per participant;
  - d. **Reproduction of materials** – must specify the estimated number of pages to be reproduced;
  - e. **Stipend/Honorarium/Professional Fee** – must indicate the expected number of resource persons for the formation activity, must also indicate estimated stipend/honorarium/fees to be given to the resource person/s;
  - f. **Training supplies** – must identify office supplies to be used including certificates to be given to participants;
  - g. **Documentation** – must include photo or video documentation, must indicate the estimated fees to be paid to the service provider (must be documented in a contract);
  - h. **After activity evaluation and report writing** – must indicate the mechanism of evaluation and how long the assessment and report writing be done;
  - i. **Other related expenses** – to be justified by the applicant.
7. A section in the application document must be dedicated to itemizing these costs.
8. **For spiritual and faith formation, the total expenses for every person should not be more than Php 1,800 per day.**
9. In case of budget realignment, a request must be sent to the University Mission Committee highlighting the justification for re-alignment.

## Appendices

### **A. University Faith Formation Fund Proposal Template**

**\*Include a Formal Letter of Application addressed to the Vice President for the Lasallian Mission**

<b>1. College/Department/Unit</b>	
<b>2. Title of Program/Project/ Activity</b>	
<b>3. Target implementation date/s</b>	
<b>4. Total amount requested</b>	
<b>5. DLSU Strategic Goals being addressed</b>	
<b>6. Rationale</b>	

<b>7. Objectives</b>	
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<b>8. Program Flow or Schedule of Activities</b>		
<b>9. Venue</b>		
<b>10. Breakdown of amount requested</b>		
<b>Item</b>	<b>Cost per person</b>	<b>Fee (for total number of participants)</b>

<b>Recollection fee</b>  (See breakdown below.)		
<b>(1) Food</b>		
<b>(2) Transportation</b>		
<b>Speaker's Honoraria</b>		
<b>TOTAL</b>		



## **B. List of retreat houses**

<p>-Angel's Hill Address: 017 Maitim 2nd East, Tagaytay City 4120 Philippines Telephone: (63-46) 413-2501 Telefax: (63-46) 413-2502 E-mail: ahrfc99@yahoo.com</p> <p>-Betania Retreat House J.P. Rizal Ave., Maharlika West 4120, Tagaytay City Tel. No. (046) 483-1310 Fax No. (046) 483-2604 Mobile +639195721331</p> <p>-St Scholastica Retreat House Tagaytay City 046-4831535</p> <p>-Maryridge Retreat House Tagaytay City 046-4831346</p>	<p>-Karis Tagaytay Retreat 02 813-2554 or 817-7993</p> <p>-Bukal ng Tipan Maryhill Seminary Taytay, Rizal Tel / Fax 02-658 5064</p> <p>-Field of Faith Calauan, Laguna 09178151585 (Ms. Carissa Singson)</p> <p>-Oasis of Prayer Silang, Cavite 046-8650046</p> <p>-Hacienda Gracia Resort and Hotel, Lubao, Pampanga 0961-732-5920 (Ms. Vangie)</p> <p>-Balay Indang, Indang Cavite 0917-837-4261 (Ms. Cha)</p> <p>-Caleruega Retreat House, Nasugbu, Batangas 0920-270-9890 (Ms. Jackie)</p> <p>-International Institute of Rural Reconstruction 0917-869-6213 (Ms. Lhen)</p> <p>-Mary Help of Christians House of Spirituality, Don Bosco Batulao, Batangas 0917-524-7192 (Ms. Jen)</p>
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**C. List of groups/organizations giving retreats and recollections**

Bukal ng Tipan

Maryhill Retreat House, Taytay, Rizal

Website: [www.bukalngtipan.com](http://www.bukalngtipan.com)

Cenacle Retreat House and Spirituality Center

59 Nicanor Reyes Street, Loyola Heights 1108, Quezon City

Tel. Nos: 434-2054, 434-3064 Telefax 434-6943

Mobile 0927-5608032, 0917-5703349

Email: cenacle.philippines@gmail.com

Center for Ignatian Spirituality

Spiritual Pastoral Center, Seminary Road Ateneo De Manila University

Telephone Numbers: 4264250 to 51 Fax Number: 4264250

Email: cisphil@gmail.com

**D. Proposed table of stipend/honorarium for recollection/retreat facilitator from DLSU**

<b>Length of the Activity</b>	<b>Stipend/Honorarium (net)</b>
2 – 4 hours	Php 3,000
Whole day	Php 7,000
2 Days, overnight	Php 10,000
3 Days, 2 nights	Php 15,000

## **E. Suggested Activities**

### **Liturgical Activities**

- Mass/Blessing of persons and offices Departmental/Unit prayer service

### **Retreats and Recollections**

- Group retreat
- Individually guided silent retreat Half day or One-day recollection Mindfulness retreat
- Home retreat
- Quarter-life/midlife/golden years spirituality retreat seminar
- Finding God in the Academe

### **Faith in Action Activities**

- Lenten Season collection and donation drive
- Advent season collection and donation drive
- Awareness drive for the integrity of creation
- Awareness drive for the plight of the poor Pilgrimages

### **Spirituality in the workplace**

- Spirituality of work Work-life balance
- Stewardship
- Finding Life's Purpose and Meaning
- Spiritual Leadership Accompaniment in the Workplace

### **General Faith Formation Seminar, Symposium, Colloquium**

- Bridging faith and scholarship Bible study
- Building a life of prayer On youth spirituality
- Spirituality in Higher Education Understanding Religious Diversity
- Basic Catechism/Being Catholics today Building faith communities in the academe
- Introduction to Inter-faith dialogue Understanding other religions (Hinduism, Buddhism and Islam)

### **Lasallian Formation Modules**

- Key events in the life of St. La Salle Lasallian Spirituality
- Rheims Experience Vaugirard Experience Parmenie Experience St. Yon Experience
- Conversations that matter: on The Lasallian Guiding Principles
- Living out and applying the Lasallian Reflection Framework